

HEART AND SOUL OF LEADERSHIP

STANDARDS



DISCIPLINE

THE USARJ & I CORPS (FWD) STANDARD

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1 January 2014

MEMORANDUM FOR All Soldiers, United States Army Japan and I Corps (Forward)

SUBJECT: Standards and Discipline (Heart and Soul)

1. Discipline and Standards: Discipline and standards matter; how a Soldier acts in garrison directly translates into combat. I hold leaders accountable and responsible for instilling the essence of our Army Values and Warrior Ethos in their Soldiers; not just words on cards, but a way of life.

a. Discipline: If we are to be the nation's ambassadors here in our host nation of Japan, we must be disciplined and adhere to the Army Values. President George Washington said, "Discipline is the soul of any organization." Discipline will be the soul of USARJ, and we all must assist each other in this endeavor.

b. Standards: We must first clearly articulate and then enforce the standards. Our Army has a standard for everything. If discipline is the "soul" of an organization, then standards are the "heart" of that organization. We must strive to meet our Army's standards every day.

2. Standards and Discipline are the hallmark of all great military units. In military operations, order and discipline lead to victory. Standards and Discipline are visibly measured by the way a unit appears in garrison and in the field; how it conducts itself in combat and in peace.

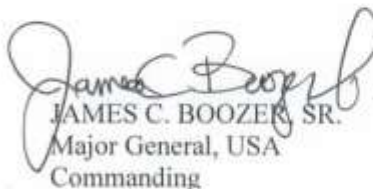
3. The "Heart and Soul of USARJ" is produced to inform all Army Soldiers in Japan of the ICHI DAN standards as established by U.S. Army Pacific (USARPAC) and USARJ. A copy of this pamphlet is issued to every Soldier.

4. Within USARJ, our Soldiers set a standard of excellence in everything we do. We are a unit with a unique and proud history and hold a worldwide reputation as a premier organization. We will maintain proficiency in the critical areas of Readiness, Resiliency, Leader Development, and Partnerships.

5. I fully expect every Soldier to adhere to these standards and, if necessary, take corrective action to enforce compliance. Remember, enforcing standards here and now may be the last opportunity you have before DEPLOYING to combat. We are The Army in Japan and USARPAC's Contingency Command Post Forward. We represent what right looks like in the region. ICHI DAN!



STEVEN L. PAYTON
Command Sergeant Major, USA
Command Sergeant Major



JAMES C. BOOZER, SR.
Major General, USA
Commanding

Five Essential Characteristics of the Army Profession

Military Expertise



Our Ethical Application of Landpower

Honorable Service



Our Noble Calling to Service and Sacrifice

Trust



The Bedrock of our Profession

Esprit de Corps



Our Winning Spirit

Stewardship of the Profession



Our Long Term Responsibility

Trust between Soldiers
Trust between Soldiers and Leaders
Trust between Soldiers, their Families and the Army
Trust between the Army and the American People

Loyalty • Duty • Respect • Selfless Service • Honor • Integrity • Personal Courage

Ethical Foundation: Legal and Moral

U.S. Army Japan Vision and Mission

Vision

USARJ / I Corps (Forward) is the command of choice -- a professional, trained, and resilient team of teams; committed to maintaining the trust and respect of our Japanese partners and a place where USARJ Soldiers, Civilians and families want to live and serve. Ready, Relevant and Resilient. Ichi Dan!

展望

在日米陸軍及び第1軍団（前方）はプロ意識及び練度を兼ね備えた屈強なチームから成る選り抜きの司令部。日本のパートナーからの信頼と尊敬を維持し、在日米陸軍の兵士、職員、家族にとって快適な生活環境及び職場環境づくりに取り組む、即応性・柔軟性・強靱性に富む集団。一団

Mission

USARJ / I Corps (Forward) serves as the Army component command in support of the defense of Japan; as a forward deployed command post it is prepared to provide mission command in support of contingency operations; provides resilient communities for our Soldiers, Civilians and families.

任務

在日米陸軍及び第1軍団(前方)は陸軍構成部隊として日本の防衛に努める。また前方展開指揮所として任務指揮の態勢を整備し、不測事態対処作戦に寄与する。兵士、職員、家族の環境変化への適応力を高める生活基盤を提供する。

1. Purpose. This Standards Book is designed to better inform Soldiers, Noncommissioned Officers, and Officers of USARJ about basic standards for individual discipline, appearance, conduct, and military courtesy as established by Army Regulations and policies. All US Soldiers living and/or working within the USARJ area of responsibility are required to meet these standards each day.

2. Applicability. This pamphlet applies to all United States Service Members assigned or attached to the United States Army - Japan. USARJ Soldiers who reside on other installations will comply with the host installation standards and policies should policies conflict.

3. Responsibilities. Commanders and leaders are held responsible to ensure Soldiers present a neat appearance and conduct themselves professionally both on and off duty. Soldiers will take pride in their appearance and conduct themselves properly at all times. Leaders are required to read and understand this pamphlet, brief their Soldiers and enforce these standards.

4. References. The following references were used while creating this pamphlet, however, future changes in Army policy and regulations will supersede unless otherwise notified.

a. AR 190-5, Motor Vehicle Traffic Supervision.

b. AR 190-13, The Army Physical Security Program.

c. AR 600-9, The Army Body Composition Program.

d. AR 600-20, Army Command Policy.

e. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.

f. USARJ Policy Letters

5. Soldier Appearance. The Army is a uniformed service where discipline is judged, in part, by the manner in which Soldiers wear their uniforms. Therefore, a neat, well-groomed, and professional appearance by Soldiers contribute to building the pride and esprit de corps essential to an effective military force. Guidance on Soldier appearance is covered by AR 670-1 and applicable ALARACTs.

a. Jewelry.

(1) Soldiers may wear a wristwatch, a wrist identification bracelet, and a total of two rings (a wedding set is considered one ring) with Army uniforms, unless prohibited by the commander for safety or health reasons. Any jewelry Soldiers wear must be conservative and in good taste. In addition, Soldiers may also wear one activity tracker, pedometer or heart rate monitor with the jewelry already authorized. Identification bracelets are limited to medical alert bracelets and MIA/POW/KIA identification bracelets. Soldiers may wear only one item on each wrist. Ankle bracelets, support bracelets (colored plastic), **braided 550 cord**, medallions, amulets, and personal talismans or icons are not authorized for wear in any military uniform, or in civilian clothes on duty.

(2) Earrings and Body Piercing. No attaching, affixing, or displaying objects, articles, jewelry or ornamentation to or through the skin, tongue or any other body part while in uniform, in civilian clothes off duty on any military installation or other places under military control except for earrings for females IAW AR 670-1. Female Soldiers may not wear earrings with Class C uniforms (utility, field, or organizational to include hospital duty, food service, and physical fitness uniforms). **Male Soldiers are not authorized to wear earrings at any time, regardless of whether they are on or off duty.**

b. Identification Tags. Since there is an OCONUS assignment, two identification tags (plus red medical tag if applicable) will be worn around the neck (except when safety considerations apply), beneath the T-shirt, on long and short chains when in uniform. The width of chains worn with religious items should be approximately the same size as the width of the ID tag chain.

c. Electronic Devices.

(1) Cell Phones and Devices. Soldiers will not walk and talk or text while in uniform. Soldiers will stop walking until conversation/texting is completed. Cell phones will not be attached to the PT uniform nor worn during PT under any circumstance. Any use of a hands free cell phone listening devices (e.g. Bluetooth) while in any uniform is prohibited. The only exception is while operating a motor vehicle (POV or Military) to comply with traffic regulations.

(2) Soldiers are authorized the use of headsets, headphones, IPODS, MP3 players, etc. while conducting physical fitness inside the fitness center, regardless of the uniform. Soldiers are authorized to use electronic devices while working out in the IPFU only inside the physical fitness center. Under no circumstances will Soldiers exit the facility wearing these devices. Use of headsets, headphones, IPODS, MP3 players, etc., are not authorized while running or conducting personal PT outside of a physical fitness center, regardless of whether a Soldier is in uniform or civilian clothes.

d. Headgear. Soldiers in uniform will wear appropriate headgear when outdoors except when it interferes with safety. When headgear is not worn it will not create a bulky appearance or protrude from any pocket.

(1) Beret. The black beret will be worn as the Army Service Uniform headgear and worn as the primary headgear for all personnel participating in ceremonies or special duty as required by commander.

(2) Patrol Cap (PC). The PC is worn with the ACU as the primary headgear. Soldiers will wear appropriate sew or pin on rank. The SM nametape will be worn centered on the hook and loop pads on the back of the ACU patrol cap only. No Cat eyes will be affixed anywhere on the PC. The improper wear of headgear such as Ranger roll, kicked back, johnnie roll, folded forward or pulled down is not authorized. Sewing of nametape on the PC is authorized, but not required.

e. Use of Tobacco Products while in Uniform. Soldiers will not walk with a lighted cigarette. Smoking is only authorized in designated smoking areas 50 ft from any building area. Smoking in the field is only authorized by the Commanding Officer on the ground. Smokeless tobacco is prohibited in the work place while in or out of uniform. **Electronic cigarettes will not be used indoors, in the work place or in any USARJ establishment. The use of an Electronic Cigarette while walking in uniform is not authorized.**

6. Tactical Uniform. Commanders and NCOs are responsible for establishing uniform SOPs for combat operations and tactical training. All leaders will ensure the following guidance at a minimum is met.

a. Components. Leaders will ensure all Soldiers wear and maintain all tactical and protective gear properly. Tactical gear includes (but is not limited to) the Advance Combat Helmet (ACH) and the Individual Outer Tactical Vest (IOTV) or Interceptor Body Armor (IBA), if issued, with components of the Modular Lightweight Load-carrying Equipment (MOLLE) system. Protective gear includes SAPI or ESAPI, Deltoid Protectors (DAPS), neck and throat protector, ballistic eyewear, goggles, hearing protection and flame resistant gloves such as NOMEX. ACU pattern is the only authorized pattern for wear, the practice of mixing patterns (ACU, OCP, BDU, Desert) is not authorized.

b. Advance Combat Helmet (ACH). The ACH will be complete with ACU cover, pad suspension system, retention system (chin strap), camouflage band, and NVG mount. Wear the ACH with the chin strap fastened at all times.

c. Individual Body Armor. The IOTV / IBA will be worn closed with all snap, hook and loop fastened, nametape and rank. Commanders may dictate wear SOPs.

(1) Leaders will ensure all Soldiers have the Individual First Aid Kit (IFAK) attached to the IOTV/IBA on the LEFT SIDE, slightly forward of the left arm as it is rested on the left side of the body when the FLC, IBA or IOTV are worn. The IFAK will be marked with a red cross for training and combat operations.

(2) All protective equipment will be worn during Live Fire Exercises. Protective gear includes ballistic eyewear (goggles), gloves, and hearing protection.

7. Physical Fitness and Improved Physical Fitness Uniform (IPFU)

a. General. Physical readiness is important to the successful accomplishment of the missions. Soldiers will do physical training a minimum of five times per week unless the unit commander has a higher priority for that day. The standard is for every Soldier to pass the APFT. When conducting unit runs, focus should be on team building and assessment. When conducting PT while wearing the ACUs or IBA /IOTV with running shoes or boots, the name tape, US Army tape, rank, left shoulder patch and colored US Flag will be worn unless conducting combative PT. Organized sports are authorized for PT once per week, all Soldiers must participate unless prohibited by their profile. **Cadence will not contain profanity, sexual innuendo, or language demeaning to others.**

b. Pregnancy IPFU. Pregnant Soldiers will wear the IPFU until such time it becomes too small or uncomfortable. Pregnant Soldiers are authorized to wear the T-shirt outside the trunks. At no time will commanders require pregnant Soldiers to purchase a larger IPFU to accommodate the pregnancy. When the uniform becomes too small or uncomfortable, pregnant Soldiers may wear equivalent civilian workout clothes that are conservative and professional in appearance.

c. Unit T-shirts. Battalion Commanders may substitute a distinctive unit T-shirt for the IPFU T-shirt within the following guidelines. (NOTE: Individual purchase of distinctive unit T-shirt must be voluntary.)

(1) Authorized for units no smaller than a company size.

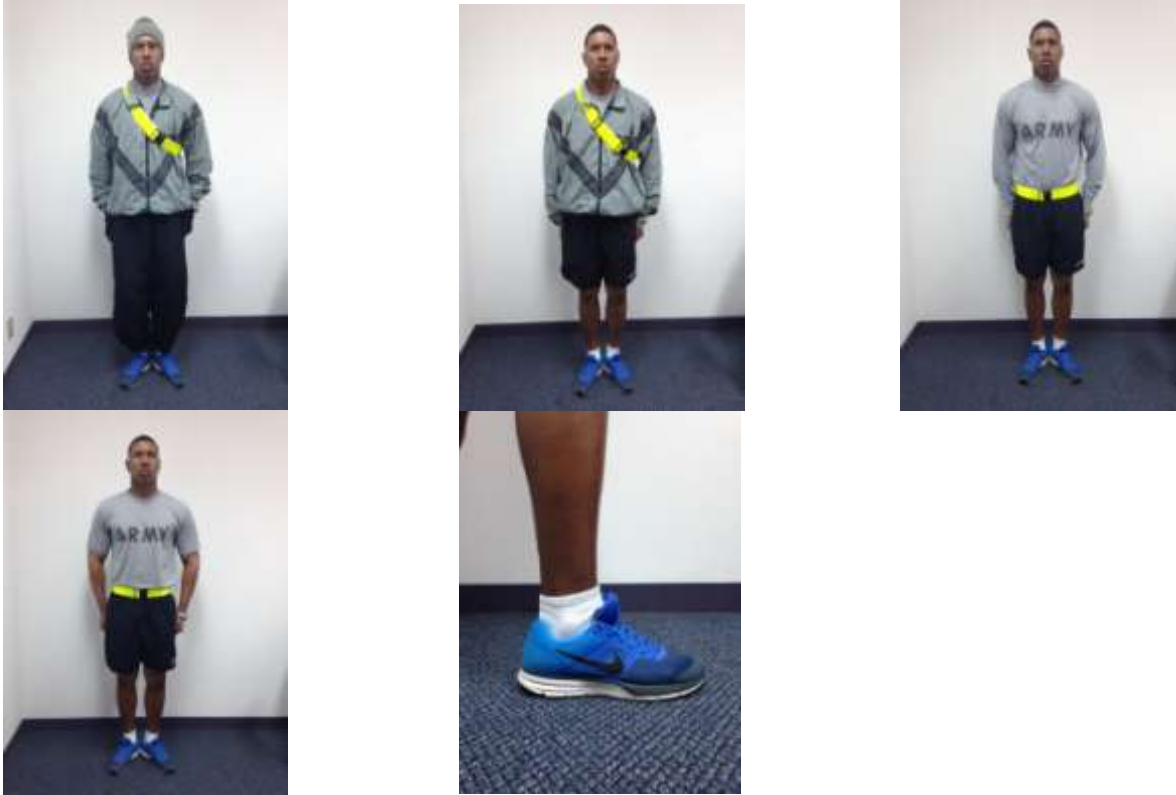
(2) Shirts will have the same logo on the front of the shirt as battalion. Company logos are authorized on the back of battalion T-shirts, however, logos must be in good taste with no profanity, nudity, or gross images.

(3) Soldiers with the unit T-shirt will run in front of the formation and those Soldiers without the T-shirt will run in the rear of the formation.

d. IPFU Wear Restrictions. The IPFU is not authorized for wear to local establishments off base. It is authorized for wear on and off duty, to establishments on the installation as long as it is clean and serviceable. The IPFU may not be worn to the Dining Facility, Commissary, Community Club, any AAFES facility, or any MWR facilities. The IPFU may, however, be worn in the Warrior Zone. Soldiers must professionally represent

the Army while in all or parts of the IPFU (i.e. – clean-shaven, appropriate locations, etc.) and will not wear into public locations following physical training if soiled or dirty due to training.

CORRECT WEAR OF THE UNIFORM IS DEMONSTRATED BELOW



e. Reflective Belt. Effective 1 January 2014, the only reflective belt authorized for wear with the IPFU is the solid-color, fluorescent yellow belt (see photo above). No other color reflective belt is authorized for wear with the IPFU.

f. Ceremonial Uniforms

(1) Outdoor Ceremony. The uniform for an outdoor ceremony is the ACU, MOLLE Fighting Load Carrier (FLC), canteen on the left hip, and the beret. The FLC will be clean and not have any attachments other than the canteen.



(2) Indoor Ceremony. The uniform for an indoor ceremony is the ACU without headgear.

(3) Indoor Ceremony Treated as an Outdoor Ceremony: The uniform for an indoor ceremony treated as an outdoor ceremony is the ACU with beret for those participating in ceremony. The normal duty uniform (ACU with patrol cap or civilian attire) is appropriate for those attending as spectators or guests.

g. Payday Activities. Payday activities fall on the last Friday of every month. On this day, the duty uniform for all USARJ Soldiers is as identified below (unless mission dictates otherwise and it is approved by the Commander).

(1) 1 October – 31 March. The complete Army Service Uniform (ASU) with all medals, badges, and accoutrements will be worn.

(2) 1 April – 30 September. The Class B version of the ASU will be worn. The Class B ASU includes the Army blue trousers/skirt/slacks, a short sleeve white shirt with shoulder loops and rank. The only item that will be worn with the Class B uniform is the nameplate. No other insignia, awards, badges, or accoutrements will be worn with the Class B uniform for the purpose of Payday activities. Units can wear additional items on the uniform for special occasions and unit functions that do not occur the same day as Payday activities.

8. Off-Duty Appearance. It is incredibly important that all personnel assigned to USARJ represent their nation and military service with honor and dignity to our Japanese hosts. Before leaving any USARJ installation, personnel must ensure they are not dressed in such a manner that would potentially offend the local Japanese population. We are all ambassadors of our great nation. Wear of appropriate attire avoids public embarrassment and promotes a sense of community. While off duty, Soldiers may dress casually and comfortably; however, there are legal, moral, safety, and sanitary criteria that require a dress code. No uniforms may be worn off any installation for the purpose of eating or shopping past 1900 hours. If on duty, Soldiers are permitted to wear their uniform to an establishment for the sole purpose of getting a “take out” meal. Soldiers will be clean-shaven at all times, regardless of their duty status. Soldiers and their guests must comply with established dress codes for all facilities within the USARJ footprint.

a. Clothing. Civilian clothing must be in good taste, i.e., Soldiers will ensure clothing is worn appropriately on the body as to not show portions of the under garments that are meant to be hidden. Items intended as undergarments are not acceptable as outer garments in public places. Clothing that is excessively dirty or contains holes, is torn, or is adorned with vulgar and obscene slogans or designs are prohibited on any USARJ installation. **Civilian clothes that Soldiers choose for off-duty wear should be in good taste and appropriate for the occasion. While short shorts and halters are appropriate for sunbathing, they are not allowed in on-post facilities. Garments with profanity, sexually explicit language or racial intent are never permitted.**

b. Foot Wear. Bare feet in any facility, except where footwear is not appropriate, such as swimming pools, are not authorized. Sandals, flip-flops, slippers or shoes without socks or stockings are authorized.

9. Personal Conduct.

a. Overview. You are expected to carry out your duties and to conduct yourself properly on and off-duty by living the Army Values, the Soldiers’ Creed, and representing United States Army. You will use professional language in public and common areas, profanity is prohibited in these areas. Soldiers will demonstrate appropriate respect for all civilian authorities on and off the installation. No vehicles will display any stickers, decals, ornaments, etc., which are obscene, racist, extremist or any other offensive message that is prejudicial to

good order and discipline. The privilege to operate a vehicle on the installation is reserved for persons of maturity, responsibility, sobriety, and to those who show good judgment.

b. Loud Noise. Soldiers will not operate vehicles (to include motorcycles) with radios or other such sound systems at a volume that impairs the driver's ability to hear outside sounds or another vehicle's horn. Playing a radio, CD player, stereo, or any sound system too loud, in a vehicle, operating a motorcycle, walking on the street, in the barracks, or in housing is prohibited. No audio equipment may be played loudly enough to be heard more than 30 feet away. USARJ quiet hours are between 2200-0630, no loud noises during this time.

c. Drugs.

(1) Possession or use of any controlled substance without a valid prescription or use of prescription drugs intended for another person, is against the law. Other substances (including, but not limited to, "Spice") deemed illegal by the federal Drug Enforcement Administration, or Department of Defense are also prohibited. This includes the substances listed in AR 600-85 paragraph 4-2p, dated 28 December 2012. USARJ runs an active drug and alcohol program, and Soldiers will have random urinalysis testing conducted. Possession or use of drugs is a violation of the UCMJ, federal, and local Japanese laws.

(2) The purchase, importation, manufacture, possession, storage, use, distribution, or transfer of drug paraphernalia and examples provided in HRS 329-1 and HRS 329-43.5 is prohibited.

d. Alcohol Usage and Laws. Soldiers are required to comply and conduct themselves accordingly while drinking alcohol.

(1) Prohibited Acts. There will be no drinking while on duty, except as authorized by the first General Officer. USARJ Soldiers will not have a blood alcohol level of .03 percent (milliliters of alcohol per 100 milliliters of blood) or above while on duty. Nothing in this standards book should be interpreted to mean that impairment does not exist if the blood alcohol level is less than .03 percent. Soldiers may be punished under the UCMJ for being impaired while on duty.

(2) Do not operate motor vehicles or motorcycles while intoxicated. Japanese laws for Driving Under the Influence of Intoxicants is .03 percent or higher. Driving a vehicle after consuming any measurable amount of alcohol is illegal for persons under the age of 20. Offenders' installation driving privileges will be immediately suspended for 1 year.

(3) Age Requirements. In accordance with Japanese laws, alcoholic beverages will not be sold or served to persons who have not reached the age of 20 years.

10. Safety

a. Work Place Safety. The requirement to safeguard our Soldiers in the accomplishment of their duties is a responsibility of all Leaders. Japan, especially in Okinawa, is prone to extensive periods of extreme heat and humidity. Accordingly, Leaders will utilize the following table to ensure Soldiers receive adequate rest and fluids while working outdoors.

Work/Rest and Water Consumption Table

Applies to average sized, heat-acclimated Soldier wearing ACU, hot weather. (See TB MED 507 for further guidance.)

Easy Work	Moderate Work	Hard Work
<ul style="list-style-type: none"> • Weapon Maintenance • Walking Hard Surface at 2.5 mph, < 30 lb Load • Marksmanship Training • Drill and Ceremony • Manual of Arms 	<ul style="list-style-type: none"> • Walking Loose Sand at 2.5 mph, No Load • Walking Hard Surface at 3.5 mph, < 40 lb Load • Calisthenics • Patrolling • Individual Movement Techniques, i.e., Low Crawl or High Crawl • Defensive Position Construction 	<ul style="list-style-type: none"> • Walking Hard Surface at 3.5 mph, ≥ 40 lb Load • Walking Loose Sand at 2.5 mph with Load • Field Assaults

• The work/rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hrs of work in the specified heat category. Fluid needs can vary based on individual differences (± ¼ qt/hr) and exposure to full sun or full shade (± ¼ qt/hr).

• NL = no limit to work time per hr.

• Rest = minimal physical activity (sitting or standing) accomplished in shade if possible.

• CAUTION: Hourly fluid intake should not exceed 1½ qts.

Daily fluid intake should not exceed 12 qts.

• If wearing body armor, add 5°F to WBGT index in humid climates.

• If doing Easy Work and wearing NBC (MOPP 4) clothing, add 10°F to WBGT index.

• If doing Moderate or Hard Work and wearing NBC (MOPP 4) clothing, add 20°F to WBGT index.

Heat Category	WBGT Index, F°	Easy Work		Moderate Work		Hard Work	
		Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)
1	78° - 81.9°	NL	½	NL	¾	40/20 min	¾
2 (green)	82° - 84.9°	NL	¾	50/10 min	1	30/30 min	1
3 (yellow)	85° - 87.9°	NL	¾	40/20 min	¾	30/30 min	1
4 (red)	88° - 89.9°	NL	¾	30/30 min	¾	20/40 min	1
5 (black)	> 90°	50/10 min	1	20/40 min	1	10/50 min	1

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b. Traffic Regulations. You must have a valid driver's license, registration, safety inspection and insurance to operate a motor vehicle.

(1) Speed Limits. Vehicular traffic will slow to 15 KPH when passing any pedestrians on the roadway, regardless of what side of the road the pedestrians are on or how many lanes are on the road unless driving opposite of the road with a median.

(2) Restraining devices (lap belts and shoulder belts when so equipped), when riding in any vehicle, on or off duty, on or off post, are mandatory. Children under the age of four must be secured in a Federally-approved child safety seat. All children between the ages of four and seven, must ride in either a booster seat or a car seat. Kids 4'9" or taller or those riding in vehicles with lap-only seat belts in rear seats are exempt. Troop Straps will be utilized while transporting Soldiers in tactical vehicles. All Soldiers driving or riding in a tactical vehicle will wear an ACH at all times.

(3) All government personnel (military and civilian) desiring to operate a motorcycle or moped on USARJ installations will adhere to the following guidelines;

(A) Helmet(s). For personnel riding motorcycles, mopeds and ATVs, helmets shall be certified to meet DOT Federal Motor Vehicle Safety Standard No. 218, United Nations Economic Commission for Europe Standard 22-05, British Standard 6658, or Snell Standard. All helmets will be properly fastened under the chin.

(B) Gloves. Full-fingered gloves or mittens made from leather or other abrasion-resistant material.

(C) Footwear. Foot protection includes sturdy over-the-ankle footwear that affords protection for the feet and ankles (durable leather or ballistic-type cloth athletic shoes that cover the ankles may be worn).

(D) Clothing. Protective clothing includes long-sleeved shirt or jacket, long trousers, and full-fingered gloves or mittens made from leather or other abrasion-resistant material. Motorcycle jackets and pants constructed of abrasion-resistant materials such as leather, Kevlar®, or Cordura® and containing impact-absorbing padding are strongly encouraged.

(E) Eye Protection. Eye protection designed to meet or exceed ANSI Z87.1, reference (z) for impact and shatter resistance includes goggles, wraparound glasses, or a full-face shield (properly attached to a helmet). A windshield or fairing does not constitute eye protection.

(F) Reflective Gear. Riders are encouraged (but not required) to select PPE that incorporates fluorescent colors and retro-reflective material.

(4) Bicycle Safety. All personnel, operating or riding on in-line skates, coasters, skateboards, sleds, or any non-motorized vehicles while on an installation, public roadway, street, bicycle path, or any right-of-way and Army personnel operating or riding on in-line skates, coasters, skateboards, sleds, or any non-motorized vehicles at any time WILL, at all times, wear the following Personal Protective Equipment and Clothing (PPEC):

(A) Helmets. All must wear approved bicycle helmets.

(B) Reflective Vests. Personnel Reflective vests must be visible and not covered by clothing or backpack.

(C) Lighting. Bicycles used during hours of darkness or limited visibility will be equipped with front and rear operational lights as follows: The front light will emit a visible light a minimum distance of 500 feet (150 meters) The rear light will emit visible light at a minimum distance of 100 feet (30 meters)

c. Firearms and Prohibited Items. Soldiers and Family members are not authorized to store, transport, use, or possess privately owned firearms, weapons, or ammunition at their residence while stationed in Japan. Weapons will only be stored in a storage facility authorized by the unit or Garrison Commander.

(1) Individuals will not use any BB, pellet-type, paintball and airsoft rifle or pistol, slingshots, blowgun, or bow and arrow (other than those with cup-type tips) on any USARJ installation, except in areas designed by the Garrison Commander.

(2) Fireworks are prohibited. The only exception is commercial fireworks used in holiday celebrations on the installation will be transported, set up, and fired by the commercial firms or licensed pyrotechnic technicians in accordance with local laws and NFPA Standard 1123.

(3) It is unlawful to possess military ammunition, including blank ammunition, except as authorized by the unit or Garrison Commander.

(4) It is unlawful to carry concealed or openly displayed about your person any bowie knife, dirk, dagger, slingshot, loaded cane, metallic knuckles, razor, shuriken, stun gun, pistol, gun, or other deadly weapon of like kind. This does not apply to an ordinary pocketknife carried in a closed position no more than 4 inches in length, designed for carrying in a pocket or purse, which has its cutting edge and point entirely closed by its handle, and that may not be opened by a throwing, explosive, or spring action. This prohibition does not apply to USARJ personnel acting under orders requiring them to carry arms and weapons.

(5) It is unlawful to possess “blackjacks”, “slappers”, handcuff keys, riot clubs, night sticks, lead or iron pipes, rubber or plastic hoses wrapped with tape or filled with sand, lead, buckshot, or any other material, or any similar devices, except when specifically authorized by the unit or Garrison Commander for duty, officials, or guards in performing police duties or guard duty.

(6) It is unlawful to use or possess numb chucks, stars, shurikens, or other related martial arts weapons outside training/exhibition areas unless authorized by the Garrison Commander.

(7) It is unlawful to conceal on the person or within his immediate reach razors, ice picks, screwdrivers, or similar devices and tools to use as weapons.

(8) It is unlawful to use or possess pyrotechnics, grenades (including smoke), or other explosive of any type except when authorized by the unit or Garrison Commander for use in conjunction with approved military training.

(9) It is unlawful to use or possess mace or any other commercial or homemade device designed to disperse a chemical agent for the primary purpose of incapacitating another, except when authorized in writing from the commander of the company, troop, or battery to which they are assigned.

(10) It is unlawful to possess bolt cutters, crow bars, wrecking bars or tools which could be used to gain entry into a secured area, room, or wall locker except for those that would be used in individual maintenance of an automobile or motorcycle and are secured in a quarters.

11. Military Courtesy. Various forms of courtesy have become military customs and traditions. It is important to render a proper hand salute and greeting of the day. **The same standards of military courtesy apply to members of the Japan Self-Defense Forces when identified as an officer or senior NCO.** See Appendix D for the enlisted and officer ranks of the Japan Ground Self-Defense Force.

a. Saluting. The exchange of a salute is one of the oldest traditions in the military and a visible sign of good discipline and mutual respect.

(1) Saluting Senior Officers. Salutes and salutations (greetings) are rendered by enlisted personnel to officers and by junior officers to seniors. All Soldiers render the salute unless it would be impractical (e.g., arms full of packages) and exchange verbal greetings, such as the unit motto or “One Team” followed by “Sir” or “Ma’am” as appropriate. The return greeting is the unit motto or “Ichi Dan.” Greetings should be rendered when you recognize the Officer regardless if you or they are in uniform or civilian clothes.

(2) In the Field. Saluting during training exercises follows the same rules as in garrison.

(3) Greetings are rendered by enlisted personnel to Noncommissioned Officers. All Soldiers exchange verbal greetings, the unit motto or “One Team” followed by rank (“Sergeant Major, Sergeant” as appropriate). The return greeting is the unit motto or “Ichi Dan.” Greetings should be rendered when you recognize the NCO regardless if you or the NCO is in uniform or civilian clothes.

b. Customs and Courtesy.

(1) The first person to sight an officer who is higher in rank than the officer present in the room should call “Attention.” When a senior noncommissioned officer enters a room/area, the first person to sight the senior NCO, should sound “At Ease”. Examples are unit headquarters, orderly rooms, supply rooms, dayrooms, squad rooms, and hallways. In smaller rooms, containing one or two Soldiers, the Soldier(s) should rise and stand at the position of attention when an officer enters the room or Parade Rest when an NCO enters.

(2) In work areas such as offices, shops, hangars, and medical treatment facilities, personnel can remain working, but the senior Soldier will report to the visiting officer.

NOTE: When any of the ceremonial songs below are played/heard, ALL VEHICLES in the area will stop. Personnel will remain in the vehicle. Civilians are encouraged to do the same as to show respect to the flag.

(3) **Reveille.** Played at 0630 daily. When outside, in IPFU or duty uniform and not in formation, face the flag or music and render a salute on the first note. Remain at “present arms” until the last note has been played. In civilian clothes, stand at “Attention” and place the right hand over the heart (or headgear over the left shoulder if worn) until the last note is played.

(4) **Retreat/To the Colors.** Played at 1715 daily. This tradition is celebrated in two distinct parts; the bugle call of “Retreat” followed by “To the Colors.” When outside, in IPFU or duty uniform, face toward the Colors or music and assume the position of “Attention” on the first note of Retreat. Remain at this position and render the hand salute on the first note of “To the Colors.” When in formation (or group) and in uniform, the senior ranking Soldier will order formation to position of “Parade Rest.” On the first note of “To the Colors the senior ranking Soldier will order formation to “Attention, Present Arms.” In civilian clothes, stand at “Attention” during “Retreat” and place the right hand over the heart (headgear place over the left shoulder if worn) on the first note of “To the Colors.”

(5) **National Anthem.** When outside, in IPFU or duty uniform and not in formation, face toward the Colors or music, assume the position of “Attention,” and render the hand salute on the first note of the music. (All veterans are now authorized to render hand salute when the National Anthem is being played). In civilian clothes, stand at “Attention” and place the right hand over the heart (or headgear over the left shoulder if worn) or render the hand salute on the first note.

12. Single Soldier Barracks Policy. Commanders are responsible for good order and discipline, as well as the health and welfare of all their Soldiers. Leaders at all levels will physically inspect activities at single Soldier barracks regularly to ensure the health and welfare of their Soldiers.

a. Room Standards. Soldiers may arrange and decorate their rooms within the limits of good taste and IAW with Army Values. Rooms must comply with health and safety regulations. Soldiers may use civilian furniture. Soldiers may have and use microwave ovens, telephones, civilian blankets, and other comforts. Barracks residents are responsible for maintaining common-use areas. Remember the barracks will be inspected routinely by your leader.

b. Visitation. Soldiers living in the barracks may have visitors of either sex. Roommates must establish ground rules for visits and both agree to who may visit. Soldiers must escort their visitors at all times. Soldiers are responsible for the actions of their visitors, and unescorted visitors will be removed from the installation when appropriate. Visitation remains a privilege and may be discontinued for reasons of discipline or military necessity, e.g., deployment.

Overnight stays are not permitted; visitation hours are as follows:

(1) **Weekdays.** Visitors are permitted from 1730 until midnight.

(2) **Weekends or Holidays.** Visitors are permitted from 0800-0200 hours.

(3) **Anyone caught in violation of these visitation hours can lose visitation privileges and be subject to punishment under the UCMJ.**

c. Alcohol. Only Soldiers who are 20 years of age or older may possess or drink alcohol in the barracks. Each individual Soldier that is 20 year of age may have up to 1 Liter of hard liquor (or wine) and no more than 12 cans (12 oz) or bottles (16 oz) of beer in their barracks room at any one time. Every Soldier who drinks alcohol

is urged to do so responsibly. **NOTE: Okinawa may have a different standard with regards to alcohol in the Single Soldier Barracks.**

d. Leaders Presence. USARJ maintains a staff duty roster for barracks checks. Every day an officer and a noncommissioned officer will check Soldier status in the barracks twice before midnight and twice after midnight.

e. Pets. No pets, including caged animals, are allowed in the barracks. Reasons for this restriction include consideration for roommates, disposition and care upon deployment, and humane care for pets. The only exception is that Soldiers are authorized to have up to a 10-gallon fish tank (aquarium) in their room. This fish tank can ONLY have fish, no other animals are authorized. Soldiers must have deployment disposition plans in place.

13. Relationships Between Soldiers of Different Rank.

a. Recent Army-wide reports of misconduct indicate a trend of incidents in which leaders have been inappropriately involved with junior Soldiers. Examples of this inappropriate behavior include NCOs and junior Soldiers drinking together at local bars, or NCOs hosting parties for junior Soldiers where underage drinking is encouraged or condoned. The Army has a longstanding policy prohibiting these types of inappropriate relationships. Relationships between Soldiers of different rank are prohibited if they: compromise, or appear to compromise, the integrity of supervisory authority or the chain of command; cause actual or perceived partiality or unfairness; involve, or appear to involve, the use of rank or position for personal gain; are perceived to be, exploitative or coercive in nature or; create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission. Dating, shared-living arrangements, and relationships sexual in nature are prohibited between officers and enlisted personnel. With some exceptions, ongoing business relationships are also prohibited between officers and enlisted.

b. Fraternization rules apply to both same and opposite sex relationships, regardless of whether the Soldiers are in different chains of command. Commanders and NCO leaders should seek to prevent inappropriate or unprofessional relationships through proper training and leadership by example. When commanders become aware of fraternization, they must respond appropriately, after considering all of the facts and circumstances, and in consultation with their legal advisors.

14. Sexual Harassment/Assault Response & Prevention (SHARP)

a. Sexual assault is a criminal offense that has no place in the Army or any of our communities. It degrades mission readiness by devastating the Army's ability to work effectively as a team. Every Soldier, Department of Army Civilian (DAC), Family Member, or Local National Employee who is aware of a sexual assault, should report the incident immediately (within 24 hours). Sexual assault is incompatible with the Army Values and is punishable under the Uniform Code of Military Justice (UCMJ) and other federal and local civilian laws. The definition of a sexual assault is any intentional sexual contact, characterized by the use of force, physical threat, or the abuse of authority, or when the victim cannot or does not consent. The purpose of the Army's Sexual Harassment and Assault Response and Prevention (SHARP) Program is to eliminate incidents of sexual assault through a comprehensive policy that centers on: Prevention and Awareness, Immediate Response, Long Term Support, and Evaluation.

For the All Army in Japan Sexual Assault Hotline, you can dial **882#** from any Army base DSN line any time of any day.

24/7 response for Honshu contacts:

- Cell: 090-9395-8909

- DSN: 315-263-2277 or 882#
- Local: 046-407-2277
- Allied Telesis: 98-263-2277

24/7 response for Okinawa contacts:

- Cell: 090-6861-8447
- DSN: 315-644-4331
- Local: 611-744-4331
- From States: 011-81-90-6861-8447

b. Some Points to Consider:

- (1) Sexual harassment is punishable under UCMJ.
- (2) Anybody can do it; anyone can be a victim.
- (3) It can happen anywhere, not just in the workplace.
- (4) Don't keep asking a person for a date after you are told no.
- (5) Don't use obscene or dirty language, gestures, or cadence calls.
- (6) Treat people with respect.
- (7) Sexual contact with someone who is incapacitated is a sexual assault.

c. Sexual Assault Reporting Options

(1) Restricted Reporting. Allows a sexual assault victim to confidentially disclose the details of his/her assault to specifically identified individuals and receive medical care, victim advocacy and counseling, without triggering the official investigative process. Restricted reporting is intended to give victims additional time and increased control over the release and management of their personal information, and to empower them to seek relevant information and support to make more informed decisions about participating in the criminal investigation. Soldiers who are sexually assaulted and desire restricted reporting should report the assault to the Sexual Assault Response Coordinator (SARC) or a healthcare provider, or a Chaplain. Victims do not need to recover from sexual assault alone. Sexual assault is a crime punishable by both military and civilian authorities. All victims of sexual assault have the right to receive assistance.

Restricted Reporting Resources

- SARC: 263-2277
- Unit Victim Advocate: See your unit representative
- Behavioral Health Services: 263-4610
- Health Clinic: 263-4128
- Chaplain: 263-4898

(2) Unrestricted Reporting. A Soldier who is sexually assaulted and desires medical treatment, counseling and an official investigation of his/her allegation should use current reporting channels, e.g. chain of command, law enforcement or report the incident to the SARC. Upon notification of a reported sexual assault, the SARC will immediately assign a Victim Advocate. Additionally, at the victim's discretion or request, the healthcare provider shall conduct a forensic examination, which may include the collection of evidence

Unrestricted Reporting Resources:

- SARC: 263-2277
- Unit Victim Advocate: See your unit representative
- Behavioral Health Services: 263-4610
- Health Clinic: 263-4128
- Military Police: 466-2812 (desk)/466-114 (emergency)
- Legal Assistance: 263-3331

15. Equal Opportunity Program. The Equal Opportunity (EO) program formulates, directs, and sustains a comprehensive effort to maximize human potential and to ensure fair treatment for all persons based solely on merit, fitness, and capability in support of readiness. EO philosophy is based on fairness, justice, and equity. EO is provided for military personnel and Family members, both on and off post and within the limits of the laws of localities, states, and host nations. The U.S. Army will provide Equal Opportunity and fair treatment for military personnel and Family members without regard to race, color, gender, religion, national origin, and provide an environment free of unlawful discrimination and offensive behavior.

a. Complaint Processing. The complaint process addresses complaints that allege unlawful discrimination or unfair treatment on the basis of race, color, religion, gender, and national origin. Attempts should always be made to solve the problem at the lowest possible level within an organization. There are two types of complaints: **Informal and Formal**

(1) Informal. Is any complaint that a Soldier or Family member does not wish to file in writing. Informal complaints may be resolved directly by the individual, with the help of another unit member, the commander or other person in the complainant's chain of command. An informal complaint is not subject to time suspense.

(2) Formal. A complainant files in writing and swears to the accuracy of the information. Formal complaints require specific actions, are subject to timelines, and require documentation of the actions taken. Filed on a DA Form 7279 (Equal Opportunity Complaint Form). Soldiers have 60 calendar days from the date of the alleged incident in which to file a formal complaint.

b. U.S. Army Japan & I Corps (Forward) Equal Opportunity Advisor

EO Office

U.S. Army Japan Unit 45005

ATTN: APAJ-EO, Bldg 101, E104

APO AP 96343

Phone: DSN (315)263-8630, COM 011-81-46-407-8630

16. Hazing. The Army has been and continues to be a values-based organization where everyone is encouraged to do what is right by treating others as they should be treated—with dignity and respect. Hazing is fundamentally in opposition to our values and is prohibited.

a. Definition. IAW AR 600–20: Hazing is defined as any conduct whereby one military member or employee, regardless of Service or rank, unnecessarily causes another military member or employee, regardless of Service or rank, to suffer or be exposed to an activity that is cruel, abusive, oppressive, or harmful.

(1) Hazing includes, but is not limited, to any form of initiation "rite of passage" or congratulatory act that involves: physically striking another in order to inflict pain; piercing another's skin in any manner; forcing or requiring the consumption of excessive amounts of food, alcohol, drugs, or other substances; or encouraging another to engage in illegal, harmful, demeaning or dangerous acts. Soliciting or coercing another to participate

in any such activity is also considered hazing. Hazing need not involve physical contact among or between military members or employees; it can be verbal or psychological in nature.

(2) When authorized by the chain of command and not unnecessarily cruel, abusive, oppressive, or harmful, the following activities do not constitute hazing:

(a) The physical and mental hardships associated with operations or operational training.

(b) Administrative corrective measures, including verbal reprimands and a reasonable number of repetitions of authorized physical exercises.

(c) Extra military instruction or training.

(d) Physical training (PT) or remedial PT.

(e) Other similar activities.

(3) Whether or not such actions constitute hazing, they may be inappropriate or violate relevant civilian personnel guidance, depending on the type of activities and the assigned duties of the employee involved.

b. Scope. Hazing is not limited to superior-subordinate relationships. It may occur between peers or even, under certain circumstances, may involve actions directed towards senior military personnel by those junior in rank or grade to them (for example, a training instructor hazing a student who is superior in rank). Hazing has at times occurred during graduation ceremonies or similar military "rites of passage." However, it may also happen in day-to-day military settings. It is prohibited in all cases, to include off-duty or "unofficial" celebrations or unit functions. Express or implied consent to hazing is not a defense.

c. Command Responsibilities. Enforcement of the Army hazing policy is a responsibility of commanders at all levels. Commanders will devote particular attention to graduation or advancement ceremonies as well as other occasions or settings that might put Soldiers at risk for voluntary or involuntary hazing. These situations will be supervised properly, respectful of all participants, perpetuate the best of the traditions that the Army embraces, and leave all participants and spectators feeling proud to be a member of or associated with the U.S. Army.

17. Suicide Prevention.

a. Local Hotline. The local number for assistance is DSN 263-8255 or you can call via Japan Cell Phone 046-407-8255.

b. Crisis Intervention and Other Resources.

- Emergency –
 1. 911 (on base DSN)
 2. 046-407-2911 (Japan Cell Phone)
 3. 119 (Japan phone) and say "Kyushu."
- Military Crisis Line - 1-800-273-TALK (8255) - Press 1
- [National Suicide Prevention Lifeline](#) - 1-800-273-TALK (8255)
- [Military OneSource](#) - 1-800-342-9647
- [Defense Center of Excellence \(DCoE\)](#) - 1-866-966-1020
- Wounded Soldier and Family Hotline - 1-800-984-8523
DSN: 312-421-3700

18. Leader Book. A leader book will be maintained and carried by every NCO in charge of Soldiers or Team, Squad, and Platoon-level Leaders. All leaders are encouraged to have a leader book for quick reference information on their Soldiers and equipment. Leaders are responsible for providing training assessments to the chain of command on their Soldiers and Units. The leader book is a tool for the NCO to maintain up-to-date, easy-to-reference information on Soldiers, training status, maintenance status and equipment accountability. Commanders use these assessments to make training decisions. The exact composition of a leader book varies depending on the mission and type of unit. There are many versions of the leader book both in official Army publications and on the commercial market. The leader book can be digital or hard copy but must have the privacy act statement to ensure Soldiers understand that leaders have personal information. The organization of the leader book is up to each individual leader. To be effective they must be well organized and "user friendly." Only essential training information should be in the leader book.

19. Closing. We are honored to have you in the United States Army Japan. Serve the nation honorably, apply yourself to your mission, follow these standards, live the Army Values and Soldiers' Creed and you will find Japan a great place for Soldiers and Families. Ichi Dan!

Appendix A

HISTORY OF UNITED STATES ARMY JAPAN

United States Army Japan (USARJ) can be traced back to the U.S. Army Forces, Far East, which was formed in Manila in July 1941. Commanded by General of the Army Douglas MacArthur, the headquarters (HQ) moved to Australia in 1942. After the war, the headquarters first moved to Tokyo, then to Yokohama in 1953, and finally to its present location on Camp Zama in October 1953.

On 1 July 1957, a U.S. Forces reorganization in the Pacific designated USARJ as one of the major subordinate commands of U.S. Army Pacific (USARPAC) in Hawaii. Reorganized again on 1 September 1968, USARJ employed a new structure to maximize operational efficiency while keeping its existing missions and functions.

The reversion of Okinawa to Japanese control on 15 May 1972 resulted in the realignment of the Pacific Army commands with HQ USARJ absorbing elements for Okinawa and providing improved structure for command and control. Under the complex reversion, IX Corps was transferred from Okinawa and collocated with this command to become HQ USARJ/IX Corps.

On 1 July 1974, a USARJ reorganization established three subordinate commands: U.S. Army Garrison, Honshu (USAGH); U.S. Army Garrison, Okinawa (USAGO); and the U.S. Army Medical Department Activity-Japan, (MEDDAC-JAPAN). With the discontinuance of USARPAC, USARJ was designated a major Army command on 1 January 1975 reporting directly to Department of the Army.

In August 1990, HQ USARPAC was reestablished and USARJ became a major subordinate command of that headquarters as well as continuing as the Army Component Command of U.S. Forces, Japan (USFJ). In 1994, IX Corps was replaced by 9th Theater Army Area Command and on 8 November 1999 was re-designated 9th Theater Support Command (TSC). There were several minor reorganizations and re-designations over the next decade so that by 11 September 2001 USARJ consisted of logistics bases in Japan and Okinawa.

In September 2007, the 9th TSC was inactivated and on 19 December 2007, I Corps (Forward) was activated in Japan in line with the Army's transformation efforts. USARJ remains headquartered at Camp Zama, where it engages in numerous bilateral activities with the Japan Ground Self-Defense Force and performs duties as the Army Component Command to USFJ.

On 11 March 2011, a devastating magnitude 9.0 earthquake and tsunami struck the Northeast coast of Japan. Within minutes, USARJ began humanitarian assistance and disaster relief operations in support of the Japan Self-Defense Forces during Operation Tomodachi, Japan's largest-ever bilateral operation. USARJ supported the affected people after operations officially ended by providing equipment and maintenance support to the JGSDF until September 2011.

Appendix B

THE ARMY SONG

The Army Goes Rolling Along" is the official song of the U.S. Army. The Army song concludes reviews, parades and honor guard ceremonies. Individuals will stand at attention and sing the lyrics of the Army song when the Army song is played. Individuals will stand at attention during the playing of official songs of other Services or the national anthem of Japan.

**March along, sing our song, with the Army of the free.
Count the brave, count the true, who have fought to victory.
We're the Army and proud of our name!
We're the Army and proudly proclaim:**

**First to fight for the right,
And to build the Nation's might
And The Army Goes Rolling Along
Proud of all we have done
Fighting till the battle's won
And the Army Goes Rolling Along**

**Then it's hi! hi! hey!
The Army's on its way
Count off the cadence loud and strong
For where'er we go
You will always know
That The Army Goes Rolling Along**

Appendix C

THE USARJ MARCH

The USARJ March is the official song of U.S. Army Japan. The song concludes reviews, parades and honor guard ceremonies. Individuals will stand at attention and sing the lyrics of the USARJ March when played. Individuals will stand at attention during the playing of official songs of other Services.

**Two great nations joined together
Their vision one to serve and honor
In the shadow of Mount Fuji
Japan is a second home for America's Army**

**We pledge to shield and defend this country
Beneath the eastern rising sun
In the shadow of Mount Fuji
Japan is a second home for America's Army**

Appendix D

RANK INSIGNIA OF THE JAPAN GROUND SELF DEFENSE FORCE

Officer & Warrant Officer (幹部・准尉)										
Insignia	General (統合・陸上 幕僚長)	Lieutenant General (将)	Major General (将補)	Colonel (1佐)	Lieutenant Colonel (2佐)	Major (3佐)	Captain (1尉)	First Lieutenant (2尉)	Second Lieutenant (3尉)	Warrant Officer (准尉)
Miniature (略章)										
Enlisted (曹・士)										
Insignia	Sergeant Major (曹長)	Master Sergeant (1曹)	Sergeant First Class (2曹)	Sergeant (3曹)	Corporal (士長)	Private First Class (1士)	Private (2士)			
Miniature (略章)										

Appendix E

CAMP ZAMA GOLF COURSE RUN ROUTE AND INSTRUCTIONS



Golf Course Running Instructions

- Soldiers are permitted to run the course Monday thru Friday from 0530-0700 hours.
- Soldiers are required to run on the cart paths only, following the designated one-way run route.
- Soldiers are not permitted to have drinks or food of any kind on the course aside from water.
- Soldiers will only run on the back nine holes, from the 10th to the 18th hole.
- Soldiers will only run single file in squad-size or smaller elements. Multiple squads can run with appropriate spacing between elements.
- Soldiers are not authorized the use of headsets, headphones, IPODS, MP3 players, etc. while running on the golf course.
- Soldiers are not authorized to conduct any physical fitness exercises on the course or be on the greens/fairways at any time.

NOTE: The distance of the golf course back-nine run route is 2.35 miles from start to finish.